# Overview – VFS Registration

Access to VFS web site modules requires all users to register for a user ID and password.

At least one unit administrator must already be registered and approved for an activity before any other users may register for access.

**NOTE:**  The VFS web site is government-owned and operated. Unauthorized access to this computer system and/or its software is prohibited by public law 98-473.

– **Public Law 98-473**, Chapter XXI, Paragraph 1030 provides that: Whoever knowingly accesses and obtains, uses, modifies, destroys, discloses, or prevents authorized use of data or a computer owned by or operated for the Government of the United States shall be punished by a fine or imprisonment or both. The punishments range from a monetary fine to 10 years in prison, depending upon the nature and extent of the violation.

Audio:

The VFS web site is password protected.  Users may gain access to the site by registering for a User ID and password.   A unit administrator for every activity must already be pre-registered and approved for access to certify and manage members of each unit. The VFS web site is government owned and operated and subject to Public Law 98-473.

# VFS Registration Overview – Role of UA

Each activity (squadron, maintenance activity, weapons/ordnance department, etc.) requiring access to VFS must register a unit administrator (UA).

UAs certify and manage users for their activity. They must approve new user requests as well as close-out users no longer requiring access.

UAs access the VFS FTP website and download VFS software for modules that are electronically distributed.

UAs coordinate the installation of software on individual client computers.

**Note: UAs requiring access to VFS modules must complete a separate user registration form.**

Audio:

Unit administrators or UAs play a very important role for VFS. They have many roles including certifying and managing VFS users for their activity, downloading software from VFS, uploading software to local users machines, and ensuring users have the correct VFS software executables.

Developer Notes

2

# VFS Registration Overview – Designating a UA

Activities must designate UAs in writing. Select the Unit Administration button for instructions on registering unit administrators on the CAD/PAD VFS Home Page.

Each activity may have one or more UAs.

The user registration process requires certification by the UA in addition to supervisory approval.

UA certification validates the user and supervisor are assigned to the activity.

Upon approval by Indian Head, the UA will receive an email notification certifying their registration.

Users may start registering for VFS access as soon as their UA is certified.

Audio:

Activities must have one or more registered UAs before individual users can register for VFS access. The UA registration form requires signatures and must be mailed or faxed to Indian Head for certification. As soon as a UA is established, local users may begin to register directly on the CAD/PAD VFS web site.

Developer Notes

3

# VFS Registration Overview – User ID and Password

Select the New User button for instructions on registering for access to VFS or scroll down the home page to the Online VFS Registration link.

Registering for a User ID and Password constitutes consent to auditing and monitoring and agreement to comply with all applicable regulations and directives.

Access will not be permitted until a User ID and Password are assigned.

User IDs and Passwords are good for 180 days. After 180 days users must reregister and obtain a new password for continued VFS access.

Inactive accounts not accessing the system for 270 days will be automatically eliminated.

Passwords must be alphanumeric and contain at least eight characters.

Audio:

Seeking user authorization constitutes consent to auditing, monitoring, and agreement to comply with all applicable regulations and directives. A user must receive an ID and password, which are good for 180 days, before accessing the site. Accounts that have not accessed the system for 270 days will be considered inactive and eliminated. Passwords are required to be alphanumeric and at least eight characters long.

Developer Notes

4

# Unit Administrator Registration

Personnel must register with VFS to become a unit administrator.

Select the Online VFS Registration link on the CAD/PAD Virtual Fleet Support Home Page at https://cadpad.ih.navy.mil.



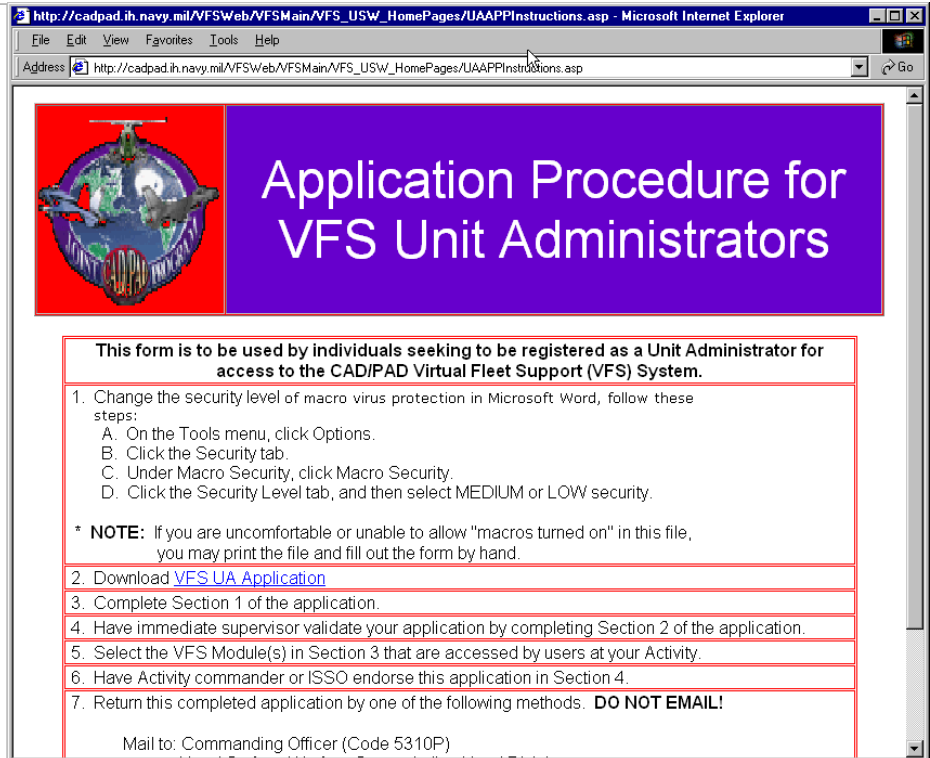Select the Unit Administrator link below for step by step instructions on how to register:

– Unit Administrator

Audio:

To access the unit administrator registration information, select the online VFS UA Registration link from the CAD/PAD home page.

# UA Reg Step 1– Select VFS UA Application

- Select the VFS UA Application link from Step 2 on the Application Procedures list to download the UA Registration form.



Audio:

Read the instructions and select the VFS UA application link to download the registration form.

Developer Notes

# UA Reg Step 2 –VFS UA Application Displays in MS Word

- The VFS Unit Administrator Application and Verification Form displays in Microsoft Word.

- To use the form-fill capability, you must enable macros.  For Word 2000, <u>set macro security to medium or low</u>.

**NOTE:** The form may also be printed and filled in manually.

- DO NOT email the form since signatures are required.



Audio:

The VFS Unit Administrator Application and Verification Form displays in Microsoft Word.   The form may be completed in Word or entered manually and returned to Indian Head via mail or fax.  It may not be submitted via email since signatures are required.

Developer Notes

7

# Macro Security Pop Up Text

- To enable macros in Word 2000, set macro security to medium or low.

- From Microsoft Word, Click Tools, then Macro, then Security.
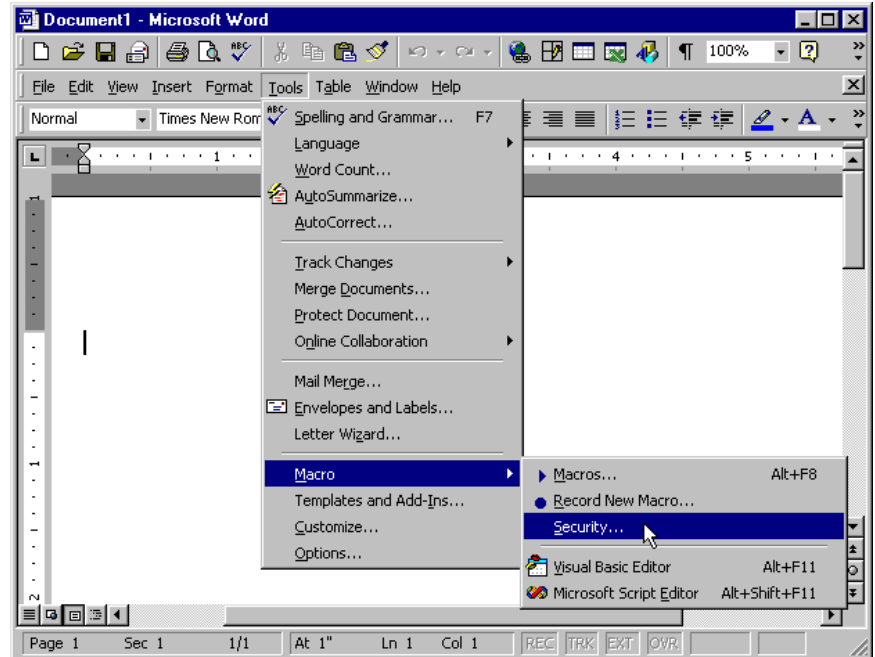


Audio:

  - From Word 2000, Click Tools, then Macro, then Security.

Developer Notes

# Macro Security Pop Up Text (continued)

- Select Medium and click OK.
- When the UA registration form displays, you will be prompted whether to enable macros. Select enable macros to use the form-fill capability.
- The macros in the form control which fields need to be completed based on activity type.

**Security**  [?] [X]

Security Level | Trusted Sources

○ High. Only signed macros from trusted sources will be allowed to run. Unsigned macros are automatically disabled.
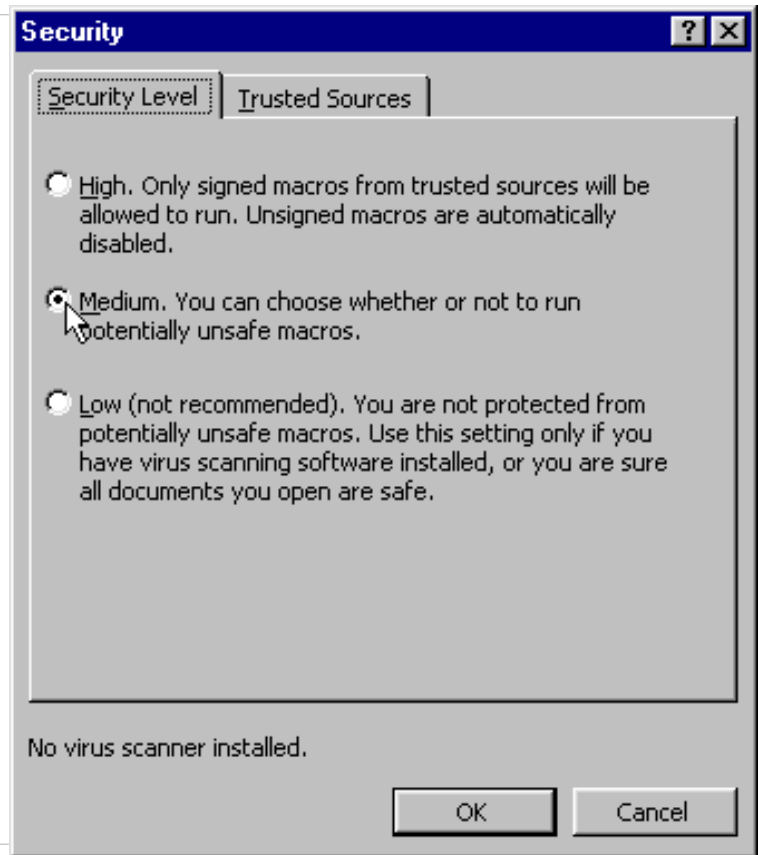
● Medium. You can choose whether or not to run potentially unsafe macros.

○ Low (not recommended). You are not protected from potentially unsafe macros. Use this setting only if you have virus scanning software installed, or you are sure all documents you open are safe.

No virus scanner installed.

[ OK ]   [ Cancel ]

Audio:

- Select Medium and click the OK button. Once the UA registration form displays in Word, you will be prompted whether to enable macros. Select enable macros to use the form-fill capability.

Developer Notes

9

# UA Reg Step 3 – Complete UA Form Section 1

- Complete Section 1. – VFS Unit Administrator Request – Survey.
- Select activity type (Military, Civilian, Corporate, or FMS) and fill in the column directly under the selection.
- Use the Tab key to move from one field to the next.
- Sign and date the form at the bottom of Section 1.

**NOTE:** Be sure to include a valid email address to receive notification when registration is approved.

## VFS UNIT ADMINISTRATOR
## APPLICATION AND VERIFICATION FORM

THIS APPLICATION IS FOR USE OF A GOVERNMENT OWNED AND OPERATED COMPUTER. UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM AND/OR ITS SOFTWARE IS PROHIBITED BY PUBLIC LAW 98-473

This form is to be used by individuals seeking to be registered as a Unit Administrator for access to the CAD/PAD Virtual Fleet Support (VFS) System and its download/update server. See page 2 for Instructions on completing this application, a description of the duties and responsibilities of VFS Unit Administrator, and list of VFS Modules. Additional security information is provided on page 3.

### SECTION 1. - VFS UNIT ADMINISTRATOR REQUEST - SURVEY
*The following information is required.*

| Last Name: | First: | Middle: | Rank/Title: |
|---|---|---|---|

*Fill in only the column below that describes your activity.*

| Military UA ☐ | Civilian (Government) UA ☐ | Corporate UA ☐ | FMS UA ☐ |
|---|---|---|---|
| Activity: | Activity: | Company Name: | Activity: |
| | | | CAGE Number: |
| Activity Org Code: | Activity Org Code: | Position/Job Function: | Position/Job Function: |
| Activity Unit Ident Code (UIC/RUC): | Activity Unit Ident Code (UIC/RUC): | CAGE Code: | Country: |
| Location: | Location: | Location: | Location: |
| Location UIC: | Location UIC: | Location UIC: | Location UIC: |
| Location Org Code: | Location Org Code: | Location Org Code: | Location Org Code: |
| Location Address: | Location Address: | Location Address: | Location Address: |
| Phone Number: | Phone Number: | Phone Number: | Phone Number: |
| Mailing Address: | Mailing Address: | Mailing Address: | Mailing Address: |
| UA email: | UA email: | UA email: | UA email: |
| Activity Level: | Position/Job Function: | Supervisor Name: | CAGE Supervisor: |
| Wing Command: | | | |
| TYCOM: | | | |

List additional activities your activity is authorized to place orders for:

| Are you a U.S. Citizen? Yes | Last 4 digits of SSN: |
|---|---|

| I have read and understand the jobs and responsibilities of VFS Unit Administrator as described on page two of this request and agree to execute them in a professional manner, consistent with VFS and other DoD computer policies. | Signature: <br><br> Date: |
|---|---|

Audio:

Personnel requesting unit administrator access should complete section 1. Entering a correct email address is very important as registration notifications are processed via email.

Developer Notes

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# UA Reg Step 4 – Supervisor Completes UA Form Section 2

- The immediate supervisor, case supervisor, or other immediate administrative supervisor of requesting individual must must validate the application by completing Section 2.
- To use the form-fill capability, you must enable macros. For Word 2000, macro security must be set to medium or low.
- Supervisor must sign and date the form at the bottom of Section 2.

## SECTION 2. - VFS UNIT ADMINISTRATOR VALIDATION

*The following information is required for the individual validating the Unit Administrator Request above. This is the immediate supervisor, case supervisor, or other immediate administrative supervisor of the requesting individual.*

| Last Name: | First: | Middle: |
|---|---|---|
| Rank/Title: | Position/Job Function: | |
| Activity Level: | Are you a U.S. Citizen?  Yes | |
| Mailing Address: | | |
| Email address: | | Last 4 digits of SSN: |
| Phone #: | DSN #: | |
| Commercial FAX #: | DSN FAX #: | |
| I have reviewed the information provided above and recommend this individual to serve as VFS Unit Administrator as defined on this application. | Signature:  Date: | |

Audio:

Supervisors must complete section 2 to approve the application.

Developer Notes

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# UA Reg Step 5 – Select VFS Modules– Section 3

- Click all VFS Modules used at activity.

**SECTION 3. - VIRTUAL FLEET SUPPORT APPLICATIONS (Modules) AVAILABLE**
Please select applications accessed by your activity.

| | | | | |
|---|---|---|---|---|
| ☐ Web Ordering | ☐ Stock Pile | ☐ ProcData | ☐ Production Data | ☐ Dev Qual |
| ☐ Tech Manual | ☐ Action Tracking (ATS) | ☐ Eng CM | ☐ LAT/Ballistics | ☐ Test Data |
| ☐ EI/QDR | ☐ ILSMT/FST Registration | ☐ Disposal (DDA) | ☐ DMO (Production Tracking) | ☐ COREDATA (LSA) |
| ☐ SLE Requests | ☐ SLE Reports | ☐ FMS | ☐ Trace Life Support | ☐ OE |
| ☐ Training | ☐ Trace CAD/PAD | | | |

Audio:

Select all VFS Modules to be used at the activity in Section 3.

Developer Notes

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# UA Reg Step 6 – Activity Cmdr or ISSO Approval - Section 4

- The activity level commander or information systems security officer (ISSO) must endorse the application by completing Section 4.
- To use the form-fill capability, you must enable macros.  For Word 2000, macro security must be set to medium or low.
- The activity commander or ISSO must sign and date the form at the bottom of Section 4.

**SECTION 4. - VFS UNIT ADMINISTRATOR ENDORSEMENT SECTION**

*The following information is required for the individual endorsing the Unit Administrator Request above.  The Activity Level commander or Information Systems Security Officer makes this endorsement.*

| Last Name: | First: | Middle: |
|---|---|---|
| Rank/Title: | Position/Job Function: | |
| Mailing Address: | | |
| Email Address: | | Last 4 digits of SSN: |
| Commercial Phone #: | Commercial FAX #: | |
| I have reviewed this application for Unit Administrator and endorse this selection. | Signature: Date: | |

Audio:

The activity commander or information systems security officer must complete section 4 to endorse the application.

Developer Notes

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# UA Reg Step 7 – Send UA Request Form to Indian Head

- Return the completed application to Indian Head via mail or fax.
- Do NOT email the application since signatures are required.
- An email will be sent after UA has been entered and approved by code 5310P.

| Mail to: | Commanding Officer (Code 5310P)<br>Naval Surface Warfare Center, Indian Head Division<br>101 Strauss Avenue<br>Indian Head, MD 20640 |
|---|---|
| FAX: | 301-744-6699 |

Audio:

The application must be mailed or faxed to Indian Head.  It may not be submitted via email since signatures are required.

Developer Notes

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# User Registration

Click the New User button or select the Online VFS Registration link on the CAD/PAD Virtual Fleet Support Home Page at https://cadpad.ih.navy.mil to register as a user.
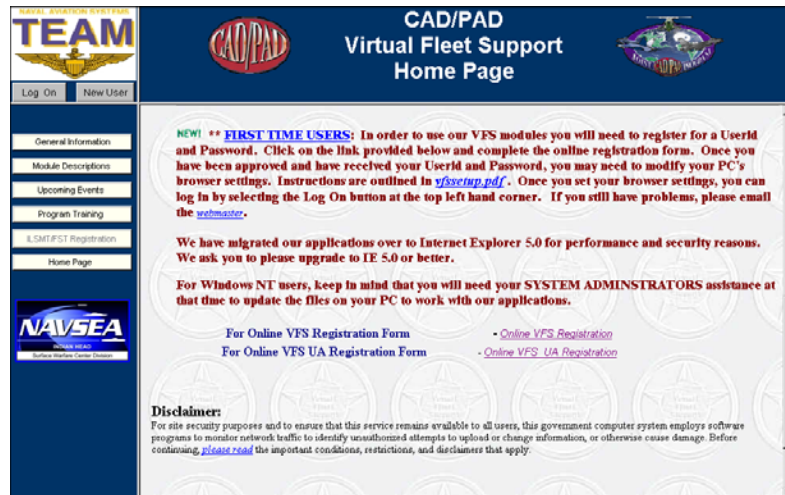


Audio:

A link to the online VFS registration form is located on the CAD/PAD Virtual Fleet Support Home Page.

# VFS Access Application and Survey Form

After selecting the New User button or the Online VFS Registration link, the VFS Access Application and Survey Form displays.

To prevent duplicate accounts, the system checks to see if the user already has a VFS account.

Enter appropriate data into all fields.

Audio:

When the VFS Access Application and Survey Form page displays, enter your Last Name, First Name, and the last 4 digits of your social security number in the proper fields. Select the submit button.

# Currently Registered Unit Administrators

Currently registered UA's will be displayed in a table. To continue to apply for VFS access, a UA must be currently registered for your activity. You will not be able to register at this time if no UA is in the list for your activity.
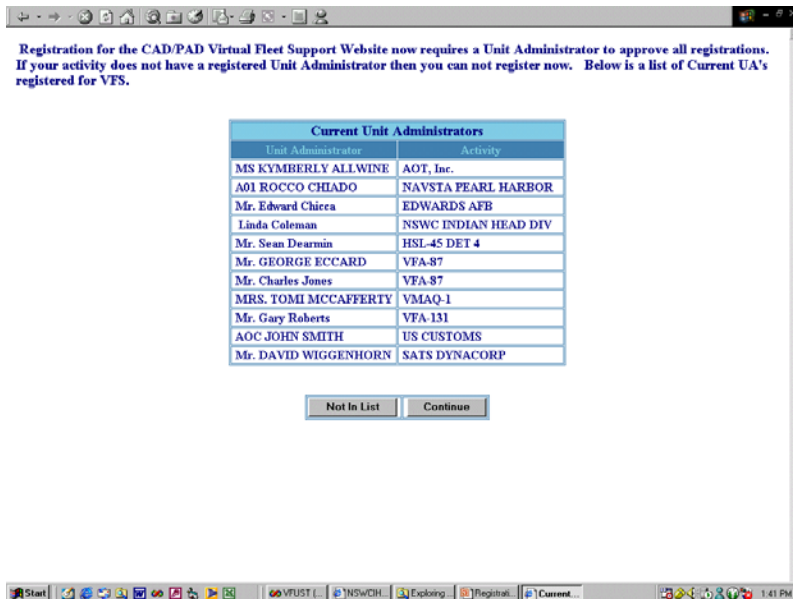


Audio:

A table will display listing all currently registered unit administrators. Review the list to see if one is listed for your activity. If no Unit Administrator is in the list for your activity, select the Not In List button. You will not be able to register at this time. If a Unit Administrator is in the list for your activity, select the Continue button.

# User Registration Service Categories

Select a Service Category below for step by step instructions on how to register:

- Government
- Contractor
- Military
- Foreign Military Service
- Indian Head

Audio:

Select a Service Category to view Step by Step instructions on how to fill out the form.

# Govt Step 1 – General VFS Registration Section

**NOTE:** Dark teal fields are mandatory entries. You must type data in these fields.

- Click Yes or No to indicate U.S. Citizenship status.
- Select the Government option in the Service Category section to load the form for government personnel.
- Fields specific to government personnel display.



Audio:

Selecting the Government option displays fields pertaining to government personnel.

# Govt Step 2 – General VFS Registration Section (Cont.)

- Type a country in the Representing Country field.
- **Select the appropriate Security Group Type.**
- Type a date in either DD-MM-YY or DD/MM/YY format in the Transfer Date field.
- Select the activity with which you are associated from the Activity drop-down menu.
- Note: If your activity is not in the list, it does not have a registered UA.



**VFS Access Application and Survey Form**

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- Registering for a User ID and Password constitutes consent to auditing and monitoring and agreement to comply with all applicable regulations and directives.
- User IDs and Passwords are good for 180 days.
- Please direct questions to Harry Dugan, at 301-744-2241 or DSN 354-2241

**General VFS Registration Information Required**

| = Mandatory fields | = Optional fields |
| --- | --- |

| Are you a U.S. Citizen? | ⦿ Yes ○ No |
| Service Catagory | ⦿ Government ○ Contractor ○ Military ○ FMS ○ IH |
| Representing Country | USA |
| Transfer Date | |
| Activity | ▾ |

Audio:

Complete all fields in the General VFS Registration Information Required section.  All fields in this section are mandatory entries.

Developer Notes

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# Govt Step 3 – Activity Information Section

• Data in the Activity Information section is generated automatically and completed based on the Activity previously chosen.

| Activity Information | |
|---|---|
| Activity/Location | |
| Activity Org Code | |
| Activity Unit Ident Code (UIC/RUC): | |

Audio:

The fields in the Activity Information section are populated automatically with data based on the Activity previously selected.

Developer Notes

# Govt Step 4 – Supervisor Information Section

• You must type information in all fields in the Supervisor Information section.

| Supervisor Information | |
|---|---|
| Supervisor Name | |
| Supervisor Phone | |
| Supervisor eMail | |

Audio:

Enter data in the Supervisor Information section.  All fields in this section are mandatory entries.

Developer Notes

# Govt Step 5 – Mail Information Section

- All fields in the Mailing Information section are optional.

| Mailing Information | | | | |
|---|---|---|---|---|
| Mailing Address | | | | |
| Mailing City | | State | Zip | |
| Mailing Country | | | | |

Audio:

Complete the Mail Information Section.

Developer Notes

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# Govt Step 6 – Personal Information Section

Complete the Personal Information section. You must type data in the following fields:

- First Name
- Middle Initial
- Last Name
- Social Security Number
- E-mail Address

**Personal Information**

| | |
|---|---|
| Position/Job Function | |
| Rank/Title | |
| First Name | |
| Middle Initial: | |
| Last Name | |
| Social Security Number | (last 4 digits only) |
| E-mail Address | |

Audio:

Complete the Personal Information section. Dark teal fields are mandatory entries.

Developer Notes

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# Govt Step 7 – Username and Password Section

•**Type a logon name to be used for VFS in the** Login Name **field. It is recommended that you use the same login as your current e-mail address before the @ symbol.**

•**Type a password in the** Password **field. The password must be longer than eight characters and must contain at least one number.**

•**Re-enter your password in the** Password Verification **field.**

| Personal Information | |
|---|---|
| Position/Job Function | |
| Rank/Title | |
| First Name | |
| Middle Initial: | |
| Last Name | |
| Social Security Number | (last 4 digits only) |
| E-mail Address | |

Audio:

**Choose a username and password to be used for VFS access. The password must be longer than eight characters and must contain at least one number.**

Developer Notes

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# Govt Step **8** – Unit Administrator Information Section

• In the UA Supervisor Name field, click the arrow to display a list of registered UA supervisors for your activity.

• Click your local unit administrator from the list for your activity.

**NOTE:** The shaded fields contain information received from registered unit administrators and are filled in automatically when a UA is selected.

| Unit Administrator Information | |
|---|---|
| UA Supervisor Phone | |
| UA Supervisor eMail | |

Audio:

The unit administrator is responsible for approving your request and installing VFS software at your activity.

Developer Notes

# Govt Step 9 – Telephone Information Section

- The fields in the Telephone Information section are all optional.

**NOTE:** To proceed, you must type at least one commercial or DSN telephone number in this section.

| Telephone Information (You must enter at least 1 phone number) | | |
|---|---|---|
| Commercial Phone # | | ext |
| Commercial Fax #: | | |
| DSN Phone #: | | ext |
| DSN Fax # | | |

Audio:

Complete the Telephone Information section. While all fields are optional, you must type at least one phone number to continue Registration.

Developer Notes

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# Govt Step 10 – Virtual Fleet Applications Available Section

- Click the box to enter a checkmark next to applications for which you require access.
- In the Justification field, you must enter an explanation of why you need access to the selected application(s).

**Virtual Fleet Applications Available**
*Check the application(s) that you require.*

| | | CAD/PAD Trace | | |
|---|---|---|---|---|
| ☐ Web Ordering | ☐ DMO | | ☐ Proc Data | ☐ Stock Pile |
| ☐ ATS | ☐ EI/QDR | ☐ Life Support | ☐ Production | ☐ Test Data |
| | ☐ FMS | ☐ LAT | ☐ SLE REQ | ☐ DevQual |
| ☐ Disposal | ☐ ILS Reg | ☐ OE | ☐ SLE REP | ☐ TechManua |
| ☐ Training | ☐ Configuration Management | | | |

**Justification:**

Audio:

In the Virtual Fleet Applications Available section, select the VFS applications for which you require access. You must justify why you need access.

Developer Notes

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# Govt Step **11** – Submit Form for Approval

- Verify all fields are completed correctly on the form.
- Click the Submit Form button.
- The request is sent to the supervisor for approval.
- To abort your VFS access request, click the Clear Entries button to erase the entire form.

**NOTE:** Even though the signature Supervisor 1 field is dark teal, you can not type data in this field.

| Required Names / Signatures | | | | |
|---|---|---|---|---|
| | | | | |
| Supervisor 1 | printed | signed | date | phone |

Submit Form     Clear Entries

**NOTE:**
• Registering for a User ID and Password constitutes consent to auditing and monitory and agreement to comply with all applicable regulations and directives.
• Access will not be permitted until a User ID and Password are received.

---

Audio:

Verify the form has been completed correctly and click the Submit Form button to forward your request to your supervisor and unit administrator.

Developer Notes

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# Con Step 1 – General VFS Registration Section

**NOTE:** Dark teal fields are mandatory entries. You must type data in these fields.

- Click Yes or No to indicate U.S. Citizenship status.
- Click the Contractor option in the Service Category field to load the form for Contractor personnel.
- Fields specific to Contractor personnel display.



**VFS Access Application and Survey Form**

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- Public Law 98-473, Chapter XXI, Paragraph 1030 provides that: Whoever knowingly accesses and obtains, uses, modifies, destroys, discloses, or prevents authorized use of data or a computer owned by or operated for the Government of the United States shall be punished by a fine or imprisonment or both. The punishments range from a monetary fine to 10 years in prison, depending upon the nature and extent of the violation.
- Registering for a User ID and Password constitutes consent to auditing and monitoring and agreement to comply with all applicable regulations and directives.
- User IDs and Passwords are good for 180 days.
- Please direct questions to Harry Dugan, at 301-744-2241 or DSN 354-2241

**General VFS Registration Information Required**

= Mandatory fields          = Optional fields

| Are you a U.S. Citizen? | ⦿ Yes ○ No |
| Service Catagory | ○ Government ⦿ Contractor ○ Military ○ FMS ○ IH |
| Representing Country | USA |
| Contract Expiration Date | |
| Activity | |

Audio:

Selecting the Contractor option displays fields pertaining to Contractor personnel.

Developer Notes

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- Type a country in the Representing Country field.
- **Select the appropriate Security Group Type.**
- Type a date in either DD-MM-YY or DD/MM/YY format in the Contract Expiration Date field
- Select the activity with which you are associated from the Activity drop-down menu.
- Note: If your activity is not in the list, it does not have a registered UA.

| | = Mandatory fields | | = Optional fields |
| --- | --- | --- | --- |
| Are you a U.S. Citizen? | ⊙ Yes ○ No | | |
| Service Catagory | ○ Government ⊙ Contractor ○ Military ○ FMS ○ IH | | |
| Representing Country | USA | | |
| Contract Expiration Date | | | |
| Activity | | | AOT, Inc. - x |

**Contractor Information**

Audio:

Complete all fields in the General VFS Registration Information section. All fields in this section are mandatory entries.

Developer Notes

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# Con Step 3 – Contractor Information Section

The following fields are mandatory entries:

- COR Supervisor Name
- COR Supervisor Phone
- COR Supervisor Email

| Contractor Information | |
|---|---|
| COR Supervisor Name | |
| COR Supervisor Phone | |
| COR Supervisor EMail | |
| CAGE Code | |

Audio:

Enter data in the Contractor Information section. Supervisor information fields are mandatory entries.

Developer Notes

# Con Step 4 – Mail Information Section

• All fields in the Mailing Information section are optional.

| Mailing Information | | | |
|---|---|---|---|
| Mailing Address | | | |
| Mailing City | | State | Zip |
| Mailing Country | | | |

Audio:

Complete the mailing information section.

Developer Notes

# Con Step 5 – Personal Information Section

Complete the Personal Information section. The following fields are mandatory entries:

- First Name
- Middle Initial
- Last Name
- Social Security Number
- E-mail Address

| Personal Information | |
|---|---|
| Position/Job Function | |
| Rank/Title | |
| First Name | |
| Middle Initial: | |
| Last Name | |
| Social Security Number | (last 4 digits only) |
| E-mail Address | |

Audio:

Complete the Personal Information section.  Dark teal fields are mandatory entries.

Developer Notes

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# Con Step 6 – Username and Password Section

•**Type a logon name to be used for VFS in the** Login Name **field.  It is recommended that you use the same login as your current e-mail address before the @ symbol.**

•**Type a password in the** Password **field.  The password must be longer than eight characters and must contain at least one number.**

•**Re-enter your password in the** Password Verification **field.**

| Personal Information | |
|---|---|
| Position/Job Function | |
| Rank/Title | |
| First Name | |
| Middle Initial: | |
| Last Name | |
| Social Security Number | (last 4 digits only) |
| E-mail Address | |

Audio:

**Choose a username and password to be used for VFS access. The password must be longer than eight characters and must contain at least one number.**

Developer Notes

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# Con Step **7** – Unit Administrator Information Section

•In the UA Supervisor Name field, click the arrow to display a list of registered UA supervisors for your activity.

•Click your local unit administrator from the list for your activity.

**NOTE:** The shaded fields contain information received from registered unit administrators and are filled in automatically when a UA is selected.

**Unit Administrator Information**

| | |
|---|---|
| UA Supervisor Name | |
| UA Supervisor Phone | Mrs. Tomi McCafferty |
| UA Supervisor eMail | |

**Unit Administrator Information**

| | |
|---|---|
| UA Supervisor Name | Mrs. Tomi McCafferty |
| UA Supervisor Phone | 301-753-5600 |
| UA Supervisor eMail | tmccafferty@aot.com |

Audio:

Select the unit administrator for your activity.  The unit administrator is responsible for approving your request and installing VFS software at your activity.

Developer Notes

# Con Step 8 – Telephone Information Section

- The fields in the Telephone Information section are all optional.

**NOTE:** To proceed, you must type at least one commercial or DSN telephone number in this section.

| Telephone Information (You must enter at least 1 phone number) | | |
|---|---|---|
| Commercial Phone # | | ext |
| Commercial Fax #: | | |
| DSN Phone #: | | ext |
| DSN Fax # | | |

Audio:

Complete the Telephone Information section. While all fields are optional, at least one phone number must be entered to continue Registration.

Developer Notes

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# Con Step 9 – Virtual Fleet Applications Available Section

- Click the box to enter a checkmark next to applications for which you require access.
- In the Justification field, you must enter an explanation of why you need access to the selected application(s).

### Virtual Fleet Applications Available
Check the application(s) that you require.

| | | CAD/PAD Trace | | |
|---|---|---|---|---|
| ☐ Web Ordering | ☐ DMO | | ☐ Proc Data | ☐ Stock Pile |
| ☐ ATS | ☐ EI/QDR | ☐ Life Support | ☐ Production | ☐ Test Data |
| | ☐ FMS | ☐ LAT | ☐ SLE REQ | ☐ DevQual |
| ☐ Disposal | ☐ ILS Reg | ☐ OE | ☐ SLE REP | ☐ TechManu |
| ☐ Training | ☐ Configuration Management | | | |

**Justification:**

Audio:

In the Virtual Fleet Applications Available section, select the VFS applications for which you require access. You must justify why you need access.

Developer Notes

38

# Con Step **10** – Submit Form for Approval

- Verify all fields are completed correctly on the form.
- Click the Submit Form button.
- The request is sent to the supervisor for approval.
- To abort your VFS access request, click the Clear Entries button to erase the entire form.

**NOTE:** Even though the signature Supervisor 1 field is dark teal, you can not type data in this field.

| Required Names / Signatures | | | | |
|---|---|---|---|---|
| | | | | |
| Supervisor 1 | printed | signed | date | phone |

Submit Form     Clear Entries

**NOTE:**
• Registering for a User ID and Password constitutes consent to auditing and monitory and agreement to comply with all applicable regulations and directives.
• Access will not be permitted until a User ID and Password are received.

---

Audio:

Verify the form has been completed correctly and click the Submit Form button to forward your request to your supervisor and your unit administrator.

---

Developer Notes

39

# Mil Step 1 – General VFS Registration Section

**NOTE:** Dark teal fields are mandatory entries. You must type data in these fields.

- Click Yes or No to indicate U.S. Citizenship status.
- Click the Military option in the Service Category field to load the form for Military personnel.
- Fields specific to Military personnel display.
- Enter a country in the Representing Country field.



**VFS Access Application and Survey Form**

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- Registering for a User ID and Password constitutes consent to auditing and monitoring and agreement to comply with all applicable regulations and directives.
- User IDs and Passwords are good for 180 days.
- Please direct questions to Harry Dugan, at 301-744-2241 or DSN 354-2241

**General VFS Registration Information Required**

= Mandatory fields          = Optional fields

| Are you a U.S. Citizen? | ○ Yes ○ No | | | | |
| Service Catagory | ○ Government | ○ Contractor | ◉ Military | ○ FMS | ○ IH |
| Representing Country | USA | | | | |
| Transfer Out Date (PCS) | | | | | |
| Activity | | | | | |

Audio:

Selecting the Military option displays fields pertaining to Military personnel.

Developer Notes

40

# Mil Step 2 – General VFS Registration Section (Cont.)

- **Select the appropriate Security Group Type.**
- Enter the projected date of transfer in either DD-MM-YY or DD/MM/YY format in the Transfer Out Date (PCS) field.
- Select the activity with which you are associated from the Activity drop-down menu.
- Note: If your activity is not in the list, it does not have a registered UA.



Audio:

Complete all fields in the General VFS Registration Information section. All fields in this section are mandatory entries.

Developer Notes

41

# Mil Step 3 – Activity Information Section

The shaded fields contain information received from registered unit administrators and are filled in automatically when an Activity is selected.

The following fields are mandatory entries:

- Supervisor Name
- Supervisor Phone
- Supervisor eMail



Audio:

Enter data in the Activity Information section. Supervisor information fields are mandatory entries. Data in shaded fields represent information received from registered unit administrators.

Developer Notes

42

# Mil Step 4 – Personal Information Section

Complete the Personal Information Section. The following fields are mandatory entries:

- First Name
- Middle Initial
- Last Name
- Social Security Number
- E-mail Address



Audio:

Complete the Personal Information section. Data in teal fields are mandatory entries.

Developer Notes

43

# Mil Step 5 – Username and Password Section

•**Type a logon name to be used for VFS in the** Login Name **field.  It is recommended that you use the same login as your current e-mail address before the @ symbol.**

•**Type a password in the** Password **field.  The password must be longer than eight characters and must contain at least one number.**

•**Re-enter your password in the** Password Verification **field.**

| Personal Information | |
|---|---|
| Position/Job Function | |
| Rank/Title | |
| First Name | |
| Middle Initial: | |
| Last Name | |
| Social Security Number | (last 4 digits only) |
| E-mail Address | |

Audio:

**Choose a username and password to be used for VFS access. The password must be longer than eight characters and must contain at least one number.**

Developer Notes

44

# Mil Step 6 – Unit Administrator Information Section

•In the UA Supervisor Name field, click the arrow to display a list of registered UA supervisors for your activity.

•Click your local unit administrator from the list.

**NOTE:** The shaded fields contain information received from registered unit administrators and are filled in automatically when a UA is selected.



Audio:

Select the unit administrator for your activity. The unit administrator is responsible for approving your request and installing VFS software at your activity.

Developer Notes

45

# Mil Step 7 – Telephone Information Section

- The fields in the Telephone Information section are all optional.

**NOTE:** To proceed, you must type at least one commercial or DSN telephone number in this section.

| Telephone Information (You must enter at least 1 phone number) | | |
|---|---|---|
| Commercial Phone # | | ext |
| Commercial Fax #: | | |
| DSN Phone #: | | ext |
| DSN Fax # | | |

Audio:

Complete the Telephone Information section. While all fields are optional, you must type at least one phone number to continue registration.

Developer Notes

46

# Mil Step **8** – Virtual Fleet Applications Available Section

- Click the box to enter a checkmark next to applications for which you require access.
- In the Justification field, you must enter an explanation of why you need access to the selected application(s).

**Virtual Fleet Applications Available**
*Check the application(s) that you require.*

| | | CAD/PAD Trace | | |
| --- | --- | --- | --- | --- |
| ☐ Web Ordering | ☐ DMO | | ☐ Proc Data | ☐ Stock Pile |
| ☐ ATS | ☐ EI/QDR | ☐ Life Support | ☐ Production | ☐ Test Data |
| | ☐ FMS | ☐ LAT | ☐ SLE REQ | ☐ DevQual |
| ☐ Disposal | ☐ ILS Reg | ☐ OE | ☐ SLE REP | ☐ TechManu: |
| ☐ Training | ☐ Configuration Management | | | |

**Justification:**

---

Audio:

In the Virtual Fleet Applications Available section, select the VFS applications for which you require access. You must justify why you need access.

Developer Notes

47

# Mil Step **9** – Submit Form for Approval

- Verify all fields are completed correctly on the form.
- Click the Submit Form button.
- The request is sent to the supervisor for approval.
- To abort your VFS access request, click the Clear Entries button to erase the entire form.

**NOTE:** Even though the Signature Maintenance Officer field is dark teal, you can not type information in it.

| Required Names / Signatures | | | | |
|---|---|---|---|---|
| Signature Maintenance Officer | printed | signed | date | phone |

Submit Form    Clear Entries

**NOTE:**
- Registering for a User ID and Password constitutes consent to auditing and monitory and agreement to comply with all applicable regulations and directives.
- Access will not be permitted until a User ID and Password are received.

Audio:

Verify the form has been completed correctly and click the Submit Form button to forward your request to your supervisor and unit administrator.

Developer Notes

48

# FMS Step 1 – General VFS Registration Section

**NOTE:** Dark teal fields are mandatory entries. You must type data in these fields.

- Click Yes or No to indicate U.S. Citizenship status.
- Click the FMS option in the Service Category field to load the form for FMS personnel.
- Fields specific to FMS personnel display.

### VFS Access Application and Survey Form

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- Registering for a User ID and Password constitutes consent to auditing and monitoring and agreement to comply with all applicable regulations and directives.
- User IDs and Passwords are good for 180 days.
- Please direct questions to Harry Dugan, at 301-744-2241 or DSN 354-2241

#### General VFS Registration Information Required

= Mandatory fields          = Optional fields

| Are you a U.S. Citizen? | ⦿ Yes ○ No |
| Service Catagory | ○ Government ○ Contractor ○ Military ⦿ FMS ○ IH |
| Representing Country | |
| Transfer Date | |
| Activity | |

#### FMS Information

---

Audio:

Selecting the FMS option displays fields pertaining to FMS personnel.

Developer Notes

49

# FMS Step 2 – General VFS Registration Section (Cont.)

- Enter a country in the Representing Country field.
- **Select "None" from the Security Group Type drop-down menu.**
- Type a date in either DD-MM-YY or DD/MM/YY format in the Transfer Date field.
- Select the activity with which you are associated from the Activity drop-down menu.
- Note: If your activity is not in the list, it does not have a registered UA.

## VFS Access Application and Survey Form

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- Registering for a User ID and Password constitutes consent to auditing and monitoring and agreement to comply with all applicable regulations and directives.
- User IDs and Passwords are good for 180 days.
- Please direct questions to Harry Dugan, at 301-744-2241 or DSN 354-2241

### General VFS Registration Information Required

= Mandatory fields     = Optional fields

| Are you a U.S. Citizen? | ⦿ Yes ○ No |
| Service Catagory | ○ Government  ○ Contractor  ○ Military  ⦿ FMS  ○ IH |
| Representing Country | |
| Transfer Date | |
| Activity | [ ▾ ] |

### FMS Information

Audio:

Complete all fields in the General VFS Registration Information Required section. All fields in this section are mandatory entries.

Developer Notes

50

# FMS Step 3 – FMS Information Section

- **You must type information in all supervisor fields in the FMS Information section.**
- **The Case Number field is optional.**

| FMS Information | |
|---|---|
| CASE Number | |
| CASE Supervisor Name | |
| CASE Supervisor Phone | |
| CASE Supervisor eMail | |

Audio:

**Enter data in the FMS Information section. All supervisor fields are mandatory entries.**

Developer Notes

51

# FMS Step 4 – Mail Information Section

- All fields in the Mailing Information section are optional.

| Mailing Information | | |
|---|---|---|
| Mailing Address | | |
| Mailing City | State | Zip |
| Mailing Country | | |

Audio:

Complete the Mailing Information section.

Developer Notes

# FMS Step 5 – Personal Information Section

Complete the Personal Information section. The following fields are mandatory entries:

- First Name
- Middle Initial
- Last Name
- Social Security Number
- E-mail Address

| Personal Information | |
|---|---|
| Position/Job Function | |
| Rank/Title | |
| First Name | |
| Middle Initial: | |
| Last Name | |
| Social Security Number | (last 4 digits only) |
| E-mail Address | |

Audio:

Complete the Personal Information section. Dark teal fields are mandatory entries.

Developer Notes

53

# FMS Step 6 – Username and Password Section

•**Type a logon name to be used for VFS in the** Login Name **field. It is recommended that you use the same login as your current e-mail address before the @ symbol.**

•**Type a password in the** Password **field. The password must be longer than eight characters and must contain at least one number.**

•**Re-enter your password in the** Password Verification **field.**

| Personal Information | |
|---|---|
| Position/Job Function | |
| Rank/Title | |
| First Name | |
| Middle Initial: | |
| Last Name | |
| Social Security Number | (last 4 digits only) |
| E-mail Address | |

Audio:

**Choose a username and password to be used for VFS access. The password must be longer than eight characters and must contain at least one number.**

Developer Notes

54

# FMS Step 7 – Unit Administrator Information Section

• In the UA Supervisor Name field, click the arrow to display a list of registered UA supervisors for your activity.

• Click your local unit administrator from the list.

**NOTE:** The shaded fields contain information received from registered unit administrators and are filled in automatically when a UA is selected.

| Unit Administrator Information | |
|---|---|
| UA Supervisor Name | |
| UA Supervisor Phone | |
| UA Supervisor eMail | |

Audio:

Select the unit administrator for your activity. The unit administrator is responsible for approving your request and installing VFS software at your activity.

Developer Notes

55

# FMS Step 8 – Telephone Information Section

- The fields in the Telephone Information section are all optional.

**NOTE:** To proceed, you must type at least one commercial or DSN telephone number in this section.

| Telephone Information (You must enter at least 1 phone number) | | |
|---|---|---|
| Commercial Phone # | | ext |
| Commercial Fax #: | | |
| DSN Phone #: | | ext |
| DSN Fax # | | |

Audio:

Complete the Telephone Information section. While all fields are optional, you must type at least one phone number to continue registration.

Developer Notes

56

# FMS Step 9 – Virtual Fleet Applications Available Section

- Click the box to enter a checkmark next to applications for which you require access.
- In the Justification field, you must enter an explanation of why you need access to the selected application(s).



**Virtual Fleet Applications Available**
*Check the application(s) that you require.*

| | | | | |
|---|---|---|---|---|
| ☐ Web Ordering | ☐ DMO | ☐ CAD/PAD Trace | ☐ Proc Data | ☐ Stock Pile |
| ☐ ATS | ☐ EI/QDR | ☐ Life Support | ☐ Production | ☐ Test Data |
| | ☐ FMS | ☐ LAT | ☐ SLE REQ | ☐ DevQual |
| ☐ Disposal | ☐ ILS Reg | ☐ OE | ☐ SLE REP | ☐ TechManu |
| ☐ Training | ☐ Configuration Management | | | |

**Justification:**

Audio:

In the Virtual Fleet Applications Available section, select the VFS applications for which you require access. You must justify why you need access.

Developer Notes

57

# FMS Step 10 – Submit Form for Approval

- Verify all fields are completed correctly on the form.
- Click the Submit Form button.
- The request is sent to the supervisor for approval.
- To abort your VFS access request, click the Clear Entries button to erase the entire form.

**NOTE:** Even though the Signature Maintenance Officer field is dark teal, you can not type information in it.

| Required Names / Signatures | | | | |
|---|---|---|---|---|
| Signature Maintenance Officer | printed | signed | date | phone |

Submit Form    Clear Entries

**NOTE:**
- Registering for a User ID and Password constitutes consent to auditing and monitory and agreement to comply with all applicable regulations and directives.
- Access will not be permitted until a User ID and Password are received.

Audio:

Verify the form has been completed correctly and click the Submit Form button to forward your request to your supervisor.

Developer Notes

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# IH Step 1 – General VFS Registration Section

**NOTE:** Dark teal fields are mandatory entries. You must type data in these fields.

- Click Yes or No to indicate U.S. Citizenship status.
- Click the IH option in the Service Category field to load the form for Indian Head personnel.
- Fields specific to Indian Head personnel display.



**VFS Access Application and Survey Form**

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- Registering for a User ID and Password constitutes consent to auditing and monitoring and agreement to comply with all applicable regulations and directives.
- User IDs and Passwords are good for 180 days.
- Please direct questions to Harry Dugan, at 301-744-2241 or DSN 354-2241

**General VFS Registration Information Required**

| = Mandatory fields | = Optional fields |
|---|---|

| Are you a U.S. Citizen? | ⊙ Yes  ○ No |
| Service Catagory | ○ Government   ○ Contractor   ○ Military   ○ FMS   ⊙ IH |
| Representing Country | USA |
| Transfer Out Date (PCS) | |
| Activity | NSWC INDIAN HEAD DIV - NSWC INDIAN HEAD |

Audio:

Selecting the IH option displays fields pertaining to Indian Head personnel.

Developer Notes

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- Enter a country in the Representing Country field.
- **Select the appropriate Security Group Type.**
- Enter the projected date of transfer in either DD-MM-YY or DD/MM/YY format in the Transfer Out Date (PCS) field.
- The Activity field contains information that is not changeable.

## VFS Access Application and Survey Form

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- Registering for a User ID and Password constitutes consent to auditing and monitoring and agreement to comply with all applicable regulations and directives.
- User IDs and Passwords are good for 180 days.
- Please direct questions to Harry Dugan, at 301-744-2241 or DSN 354-2241

### General VFS Registration Information Required

| ■ = Mandatory fields | ■ = Optional fields |
| --- | --- |

| Are you a U.S. Citizen? | ⦿ Yes  ○ No |
| --- | --- |
| Service Catagory | ○ Government   ○ Contractor   ○ Military   ○ FMS   ⦿ IH |
| Representing Country | USA |
| Transfer Out Date (PCS) | |
| Activity | NSWC INDIAN HEAD DIV - NSWC INDIAN HEAD ▼ |

Audio:

Complete all fields in the General VFS Registration Information section. All fields in this section are mandatory entries.

Developer Notes

60

# IH Step 3 – Indian Head Information Section

• Dark teal fields are mandatory entries. You must type data in these fields.

| Indian Head Information | |
|---|---|
| Supervisor Name | |
| Supervisor Phone | |
| Supervisor eMail | |
| Code: | |

Developer Notes

61

# IH Step 4 – Personal Information Section

Complete the Personal Information Section. The following fields are mandatory entries:

- First Name
- Middle Initial
- Last Name
- Social Security Number
- E-mail Address

| Personal Information | |
| --- | --- |
| Position/Job Function | |
| Rank/Title | |
| First Name | |
| Middle Initial: | |
| Last Name | |
| Social Security Number | (last 4 digits only) |
| E-mail Address | |

Audio:

Complete the Personal Information section. Dark teal fields are mandatory entries.

Developer Notes

62

# IH Step 5 – Username and Password Section

•**Type a logon name to be used for VFS in the** Login Name **field. It is recommended that you use the same login as your current e-mail address before the @ symbol.**

•**Type a password in the** Password **field. The password must be longer than eight characters and must contain at least one number.**

•**Re-enter your password in the** Password Verification **field.**

| Personal Information | |
|---|---|
| Position/Job Function | |
| Rank/Title | |
| First Name | |
| Middle Initial: | |
| Last Name | |
| Social Security Number | (last 4 digits only) |
| E-mail Address | |

Audio:

**Choose a username and password to be used for VFS access. The password must be longer than eight characters and must contain at least one number.**

Developer Notes

# IH Step **6** – Unit Administrator Information Section

•In the UA Supervisor Name field, click the arrow to display a list of registered UA supervisors for Indian Head.

•Click your local unit administrator from the list.

**NOTE:** The shaded fields contain information received from registered unit administrators and are filled in automatically when a UA is selected.



**Unit Administrator Information**

| UA Supervisor Name | |
|---|---|
| UA Supervisor Phone | Mr. BRADLEY SALTUS |
| UA Supervisor eMail | JAY WEAVER |

**Unit Administrator Information**

| UA Supervisor Name | Mr. BRADLEY SALTUS |
|---|---|
| UA Supervisor Phone | (301) 744-2357 |
| UA Supervisor eMail | saltusbj@ih.navy.mil |

Audio:

Select the unit administrator for your activity. The unit administrator is responsible for approving your request and installing VFS software at your activity.

Developer Notes

# IH Step 7 – Telephone Information Section

- The fields in the Telephone Information section are all optional.

**NOTE:** To proceed, you must type at least one commercial or DSN telephone number in this section.

**Telephone Information** (You must enter at least 1 phone number)

| | | |
|---|---|---|
| Commercial Phone # | | ext |
| Commercial Fax #: | | |
| DSN Phone #: | | ext |
| DSN Fax # | | |

Audio:

Complete the Telephone Information section. While all fields are optional, you must type at least one phone number.

Developer Notes

65

# IH Step **8** – Virtual Fleet Applications Available Section

- Click the box to enter a checkmark next to applications for which you require access.
- **If Coredata is chosen, select whether access should be Read Only or Read/Update.**
- In the Justification field, you must enter an explanation of why you need access to the selected application(s).

## Virtual Fleet Applications Available
### Check the application(s) that you require.

| | | CAD/PAD Trace | | |
|---|---|---|---|---|
| ☐ Web Ordering | ☐ DMO | | ☐ Proc Data | ☐ Stock Pile |
| ☐ ATS | ☐ EI/QDR | ☐ Life Support | ☐ Production | ☐ Test Data |
| | ☐ FMS | ☐ LAT | ☐ SLE REQ | ☐ DevQual |
| ☐ Disposal | ☐ ILS Reg | ☐ OE | ☐ SLE REP | ☐ TechManu |
| ☐ Training | ☐ Configuration Management | | | |

**Justification:** [          ]

Audio:

In the Virtual Fleet Applications Available section, select the VFS applications for which you require access.  You must justify why you need access.

Developer Notes

66

# IH Step 9 – Submit Form for Approval

- Verify all fields are completed correctly on the form.
- Click the Submit Form button.
- The request is sent to the supervisor for approval.
- To abort your VFS access request, click the Clear Entries button to erase the entire form.

**NOTE:** Even though the Supervisor 1 field is dark teal, you can not type data in the field.

| Required Names / Signatures | | | | |
|---|---|---|---|---|
| Supervisor 1 | printed | signed | date | phone |

Submit Form    Clear Entries

**NOTE:**
- Registering for a User ID and Password constitutes consent to auditing and monitory and agreement to comply with all applicable regulations and directives.
- Access will not be permitted until a User ID and Password are received.

Audio:

Verify the form has been completed correctly and click the Submit Form button to forward your request to your supervisor.

Developer Notes

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# User Registration Approval Process

All user registration requests will be sent to the appropriate supervisor first for authorization.

After the supervisor authorization is received, the registration request is forwarded to the appropriate unit administrator.

Select supervisor or unit administrator for step-by-step instructions on approving a user registration request:

- Supervisor Approval
- Unit Administrator Approval

Audio:

User requests for access to the VFS modules forward automatically for approval by first the supervisor and then the unit administrator.

# SA 1 – Supervisor Receives – Email Notification

- Supervisors receive an email notifying them of the request.
- Click the link in the email to view and approve the user request form.

```
Subject: Request for VFS Access


Access to the Virtual Fleet Support system has been
requested by 'Smith, John'. Before access can be
granted, approval must be received from the
requestor's inline supervisor. Please review the
submitted information for accuracy. You can review and
submit your approval (or rejection) by clicking this
link.

   Thank you.

http://cadpad.ih.navy.mil/VFSWeb/VFSMain/VFSRegistrati
on/SR 3.asp?f1=3107&f2=1121
```

Audio:

Supervisors receive an email notification that a subordinate is requesting access to VFS. Click the link in the email to display the user request form in your browser.

Developer Notes

# SA 2 – Supervisor Reviews User Request Form

- The VFS Access Supervisor Review Form displays, as well as a prompt that must be acknowledged.
- Review the user information and make any necessary changes.

**NOTE:** Information in shaded fields may not be changed.

- It is **mandatory** to add comments in the Supervisor Comments field.



Audio:

An instructional prompt, which must be acknowledged, displays. Review the content in the form and make any necessary changes.

Developer Notes

# SA 3 – Supervisor Accepts User Request

- To approve the user request, scroll to the bottom of the form and click the I Approve this VFS Request button.
- Email notification is submitted to your subordinate and the VFS System Administrator advising of your approval.
- A print prompt displays.
- Click Yes to print form for your records, otherwise click No.



Audio:

Click the I Approve this VFS Request button to approve the request.

Developer Notes

71

# SA 4 – Supervisor Rejects User Request

- To deny the user request, click the I do NOT approve this VFS Request button.
- Email notification is submitted to your subordinate and the VFS System Administrator advising of your rejection.
- A print prompt displays.
- Click Yes to print form for your records, otherwise click No.



Audio:

To deny the request, click the I do NOT Approve this VFS Request button.

Developer Notes

# UA 1 – Unit Administrator Receives Email Notification

- Unit administrators receive an email notifying them of the request.
- Click the link in the email to view and approve the user request form.

```
Subject: Request for VFS Access


Access to the Virtual Fleet Support system has been requested
by 'Smith, John'. Before access can be granted, approval must
be received from the requestor's supervisor & UA supervisor.
The Supervisor has approved access.  Please review the
submitted information for accuracy. You can review and submit
your approval (or rejection) by clicking this link.

  Thank you.


http://cadpad.ih.navy.mil/VFSWeb/VFSMain/VFSRegistration/UA
3.asp?f1=3107&f2=1121
```

Audio:

Unit administrators receive an email notification that a user at their activity is requesting access to VFS. Click the link in the email to display the user request form in your browser.

Developer Notes

# UA 2 – Unit Administrator Reviews User Request Form

- The VFS Access UA Supervisor Review Form displays, as well as a prompt that must be acknowledged.
- Review the user information.
- It is **mandatory** to add comments in the UA Supervisor Comments field.
- **Note: User information may not be changed.**



Audio:

An instructional prompt, which must be acknowledged, displays. Review the content in the form **and make necessary changes**.

Developer Notes

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# UA 3 – Unit Administrator Accepts User Request

- To approve the user request, scroll to the bottom of the form and click the I Approve this VFS Request button.
- Email notification is submitted to your subordinate and the VFS System Administrator advising of your approval.
- A print prompt displays.
- Click Yes to print form for your records, otherwise click No.



Audio:

Click the I Approve this VFS Request button to approve the request.

Developer Notes

75

# UA 4 – Unit Administrator Rejects User Request

- To deny the user request, click the I do NOT approve this VFS Request button.
- Email notification is submitted to your subordinate and the VFS System Administrator advising of your rejection.
- A print prompt displays.
- Click Yes to print form for your records, otherwise click No.



Audio:

To deny the request, click the I do NOT Approve this VFS Request button.

Developer Notes